

March 25, 2013

**ITEM NO. A2**

**AUTHORIZATION FOR CONTRACT AWARD FOR LEGAL SERVICES**

**To the Honorable Board of Commissioners:**

**RECOMMENDATION**

The CHA periodically solicits firms and attorneys to submit their qualifications and proposed fees for providing legal services to the CHA when such services may be required.

It is recommended that the Board of Commissioners approve the attached resolution authorizing the Chief Executive Officer or his designee to enter into contracts with various law firms in eight (9) designated categories for legal services to be performed as needed subject to an annual approved amount.

The Deputy Chief Legal Officer, Office of the General Counsel and the Office of Procurement have completed all necessary due diligence to support the submission of this initiative and recommend the approval of this item accordingly.

**CORPORATE GOAL**

Streamline operations to make CHA more effective in protecting CHA's assets and interest and defending against claims and providing counsel.

**FUNDING:** Funding: Operating Budget of Office of the General Counsel  
(9100100120-4130-004) and Risk Management Department  
(9100100999-4510-011)

**SOLICITATION SUMMARY**

**Specification No.:** 12-01022

**Vendor:** See Attached List

**Contract Type:** (Professional Services)

**Base Contract Amount:** (\$0.00)

**Base Contract Period:** (2 years)

**Option Period:** (1 year)

**Publication(s):** Sun-Times, Defender and Extra

**Law Bulletin**

**Vendor List:** (519)

**Pick-up List:** (72)

**Solicitation Release Date:** 12/20/12

**Days Advertised:** (23)

**Addendum:** (4)

**Pre-Bid/Proposal Date:** 1/13/13

**Solicitation Due Date:** 1/18/13

**Assist Agencies:** (72)

**Respondents:** (44) firms responded  
With 145 proposals for 9 Legal  
Services Areas

**M/W/DBE Participation:**

Compliance is measured on a programmatic basis.

**Section 3:**

Each firm has separately submitted Section 3 documentation.

**GENERAL BACKGROUND:**

Legal Services Agreements are needed in various areas of law should referrals to outside legal counsel become necessary due to extraordinary volume in a particular area, or for matters which are extremely complex or which involve special expertise not generally available from in-house staff. There exists a timeliness factor in the retention of legal services, which requires that matters be referred to counsel as quickly as possible. However, pursuant to the United States Department of Housing and Urban Development handbooks, the procurement of legal services must be conducted in accordance with 24 C.F.R. 85.36 and with specific approval of the HUD Office of the General Counsel.

In order to facilitate the retention of outside counsel, the CHA's Office of the General Counsel obtains advance approval from HUD of the Request for Proposals and draft Legal Services Agreement. The Office of General Counsel received HUD's conditioned approval by letter dated December 17, 2012. This process eliminates the time required to competitively procure legal services and then obtain HUD approval of the procurement when matters requiring the retention of outside counsel arise. The execution of a Legal Services Agreement with a firm does not obligate funds and does not imply any commitment to assign of legal matters with any of the respective legal counsel.

The Board action recommended in this item complies in all material respects with all applicable Chicago Housing Authority board policies and all applicable federal (HUD) procurement laws.

The Deputy Chief Legal Officer concurs with recommendation to authorize the contract award of Legal Services Agreement to various law firms, the nine legal services areas as set forth in the attachment hereto.

The CEO/President recommends the approval of the proposed contract awards for legal services agreements for said nine legal services areas.

**RESOLUTION NO. 2013-CHA-12**

**WHEREAS**, the Board of Commissioners has reviewed the Board Letter dated March 25, 2013, entitled “**AUTHORIZATION FOR CONTRACT AWARD FOR LEGAL SERVICES**”,

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT** the Board of Commissioners authorizes execution of Legal Services Agreements with the law firms for the nine legal practice areas attached hereto in an aggregate amount not to exceed the annual appropriated budget for the Office of the General Counsel and Risk Management for the payment of fees for legal services. All contracts shall be in effect for two years or until legal services are completed, with a one (1) year option to extend.

